

# 2017 TOLEDO RESIDENT INDIVIDUAL EZ TAX RETURN FORM INSTRUCTIONS

DUE DATE: APRIL 17, 2018

This form is only for use by Toledo residents whose sole income is from W-2's or W-2G's.

**Part year residents;** if you moved **INTO** Toledo you must use the 2017 Toledo Resident Tax Return, if you moved **OUT** of Toledo, you must use the 2017 Toledo Non-Resident Tax Return. **You cannot use the 2017 EZ Form.**

Enter your account number and social security number in the boxes provided. If filing a joint return, enter the account number and social security number of your spouse in the spaces provided.

Fill in your name, address phone number, email address (optional) and the name and address for your spouse if filing joint return.

Answer the questions on the upper right side of the form regarding prior year and next year tax filing.

Go to Part 1 and answer each question in the boxes. Choose true or false. All answers to these questions in Part 1 must be true for you to be able to use this form. For joint filers, answer the questions for both spouses, again all answers must be true to use this form.

**If all answers are true**, go to Part 2 and follow the instructions inside each box for Step 1, Step 2, Step 3, Step 4, and Step 5.

If the amount in Step 5 is a negative, proceed to Step 6. If the amount Step 5 is positive STOP this is your balance of tax due. If either amount is less than \$10 you will not receive a refund/credit nor do you owe the amount due. Please check the box in the upper right corner as to a refund, credit or balance due. **If the amount in Step 5 is less than \$10.00 you still need to submit the return.**

For balances due, please remit your payment made payable to the "Commissioner of Taxation" with the return. Credit/Debit card payment information can be found on our website (Toledo.oh.gov).

Make sure you sign the return in the signature box (both spouses must sign for a joint filing to be accepted). Attach a copy of page 1 of your Federal Form 1040 or 1040A and W2's and W2-G's to the back of the return.

If the positive amount due in STEP 5 is more than \$200.00, you need to make quarterly estimates for the tax year 2018 if you expect your income to be greater or remain the same. Further you may be subject to penalties and interest for lack of estimate payments for 2017. (See Note below)

If you use a paid preparer they should sign in the box provided and you should check the box if we may discuss the return with them.

If you are requesting that your account be inactivated due to your moving from the City of Toledo with no intent to return, although retaining a mailing address within the City of Toledo as your address of record, please enter the date of your move and the reason, and attach supporting documentation with regard to your relocation.

*Note: (Estimate payments are required if you owe more than \$200 after credit for tax withheld. If 90% of the tax liability due for the current tax year or 90% of the tax liability for the preceding tax year is not paid in estimate form by January 15<sup>th</sup> of the following tax year, you are subject to penalties and interest even if the tax is paid in full by the due date. Note that the 100% of the preceding tax year must have been for a full 12 month period and that the tax return was filed).*